

READ THIS INFORMATION CAREFULLY. KEEP THIS PAGE FOR YOUR RECORDS.

APPRENTICE REQUIREMENTS:

1. Apprentice training is on-the-job training in a barber shop and under the direct supervision of a licensed master barber with at least 18 months' experience.
2. Each barber shop may train only one (1) apprentice at a time.
3. If the master under whom you are training has *previously* trained an apprentice, our records must indicate that they are no longer training that person. If a master has not notified us that he or she is no longer training an apprentice, he or she must notify us in writing. Without this notification, your application will be delayed.
4. Any person at least 16 years of age may qualify to train as an apprentice.
5. Apprentice hours are accumulated according to the actual number of hours of performance and training. Apprentice hours are subtotaled 1st of January, the 1st of April, and the 1st of September. Hours reported will be kept on file by the salon/shop owner or manager for inspector review.
The master level trainer is responsible for submitting the apprentice hours upon completion of the apprenticeship, or if the apprentice is no longer apprenticing under the current master barber.
6. Upon completion of the required hours within the appropriate minimum months of training, it is the apprentice's responsibility to obtain and submit an application for examination and or licensure. The Master Barber's examination will be administered **only** by PSI. Barber examination information inquiries should contact PSI for information about the examination, fees, dates, locations, exam content and grade notifications. You may contact PSI using one of the following methods:
 - Via the Internet 24 hours a day at www.psiexams.com.
 - Using a touch-tone phone, call PSI 24 hours a day at (800) 733-9267.
 - With a PSI registrar at (800) 733-9267, available Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time.

CREDIT FOR TRAINING HOURS BEGINS WHEN THE APPRENTICE LICENSE IS ISSUED, NOT WHEN THE APPLICATION IS MAILED TO THE BOARD OFFICE.

APPRENTICE TRAINING:

1. The apprentice will receive a certificate of registration for a period of two (2) years. The certificate may be renewed at the end of such period by filing an application with the Board office and submitting the applicable renewal fee by the expiration date. The renewal fee increases if submitted after the expiration date of the apprentice license.
2. **Hours can only be obtained during the period of time that the apprentice is licensed. If an apprentice changes master supervisor or salon where he/she is apprenticing, a new apprentice application must be submitted. If the salon changes ownership, name or location causing a new license number to be issued, a new apprentice application must be submitted. Hours can only be obtained during the period of time that the apprentice, master and salon license are active. Only one apprentice renewal is allowed.**
3. Upon the expiration of the last certificate of registration issued, such person shall not be permitted to practice the occupation in any way until he or she obtains his or her master barber's license.

CHANGE OF TRAINING:

If any of the following occurs during the apprenticeship, a new apprentice application must be filed with the Board office and a fee of \$45.00 must be submitted with the application – **NO EXCEPTIONS:**

- Change of Master supervising the apprentice; or
- Apprentice changes to a new salon; or
- If the salon where you are apprenticing changes name, location or ownership causing a new salon license number to be issued.

BARBER APPRENTICESHIP HOURS REQUIRED FOR EXAMINATION:

3,000 hours and 18 months of training